

Black Park Model Boat Club Constitution

1. NAME

The name of the Club is Black Park Model Boat Club (hereinafter called "the Club").

2. OBJECTS AND POWERS

- (a) The Club is established to encourage the making and sailing of model boats.
- (b) In furtherance of the said objects but not otherwise the Club may:-
 - 1. Collect and disseminate information on all matters affecting the said objects and exchange such information with other bodies having similar objects.
 - 2. Raise funds and invite and receive contributions from any person or persons whatsoever by way of subscriptions and otherwise PROVIDED THAT the Club shall not undertake permanent trading activities in raising funds for the said objects.
 - 3. Do all such other lawful things as are necessary for the attainment of the said objects.

3. MEMBERSHIP

- (a) Full membership of the Club shall be open to :-
 - 1. All individuals who are interested in furthering the aims of the Club and have paid the annual subscription as laid down from time to time by the Executive Committee hereinafter mentioned, and
 - 2. A subscription at the rate of family membership shall cover all members of a family residing at the given address, but only two such members from each household shall be entitled to vote.
- (b) Subscriptions are due on 1st January, and for continuous membership must be paid before 31st March.
- (c) Honorary members may be appointed at the discretion of the said Executive Committee. Honorary members shall not be entitled to vote.
- (d) The said Executive Committee shall have the right:-
 - 1. To approve or reject applications for membership, and
 - 2. For good and sufficient reason to terminate the membership of any individual member, providing that the individual shall have the right to be heard by the said Executive Committee before a final decision is made.

4. HONORARY OFFICERS

- (a) At the Annual General Meeting hereinafter mentioned the Club shall elect a Chairman, a Vice Chairman, a Secretary, a Treasurer, an Events Organiser, and such other Honorary Officers as the Club shall from time to time decide.
- (b) The Chairman and the Honorary Officers of the Club shall hold office until the conclusion of the Annual General Meeting of the Club next after their election but shall be eligible for re-election.
- (c) The Chairman and the Honorary Officers shall be ex officio members of the said Executive Committee and of any other committee.
- (d) The Club shall appoint an auditor who must not be a Committee Member.

5. EXECUTIVE COMMITTEE

- (a) Subject as hereafter mentioned the policy and general management of the affairs of the Club shall be directed by the Executive Committee (hereinafter called "the Committee") which shall meet not less than six times a year and when complete shall consist of not less than five or more than seven members.
- (b) The members of the Committee shall be elected at the Annual General Meeting of the Club in accordance with Clause 7.
- (c) In addition to the members so elected and to those serving by virtue of Clause 4 (c) hereof the Committee may co-opt up to three further members being full members of the Club who shall serve until the conclusion of the next Annual General Meeting after individual co-option PROVIDED THAT the number of the co-opted members shall not exceed one third of the total membership of the Committee at the time of co-option. Co-opted members shall be entitled to vote at meetings of the Committee.
- (d) Any casual vacancy in the Committee may be filled by that Committee and any person appointed to fill such a casual vacancy shall hold office until the conclusion of the next Annual General Meeting of the Club and shall be eligible for election at that Meeting.
- (e) The proceedings of the Committee shall not be invalidated by any failure to elect or any defect in the election, appointment, co-option or qualification of any member.
- (f) The Committee may appoint such special or standing committees as may be deemed necessary by the Committee and shall determine their terms of reference, powers, duration and composition. All acts and proceedings of such special or standing committees shall be reported back to the Committee as soon as possible, but in all cases not greater than one month from the meeting of the said committee.

6. MEETINGS OF THE ASSOCIATION

- (a) An Annual General Meeting of the Club will be held at such time (not being more than 15 months after the holding of the preceding Annual General Meeting) and place as the Committee shall determine. At least 21 clear days notice shall be given in writing by the Secretary to each member. At such Annual General Meeting the business shall include the election of Honorary Officers; the election of full members to serve on the Committee; the consideration of an annual report of the work done by or under the auspices of the Committee and of the Treasurer's report including the audited accounts; and the transaction of such other matters as may from time to time be necessary.
- (b) The Chairman of the Committee may at any time at his/her discretion and the General Secretary shall within 21 days of receiving a written request to do so, signed by not less than six full members whether individual or representative, and giving reasons for the request, call a Special General Meeting of the Club. At least 21 clear days notice of any Special General Meeting shall be given in writing by the Secretary to each member.

7. NOMINATIONS OF THE HONORARY OFFICERS AND COMMITTEE MEMBERS

Only full members of the Club shall be eligible to serve as Honorary Officers or members of the Committee. Nominations for Honorary Officers or members of the Committee must be made by full members of the Club at the Annual General Meeting. Should nominations exceed vacancies, election shall be by ballot.

8. RULES OF PROCEDURE AT ALL MEETINGS

- (a) **Quorum** The quorum at a meeting of the Club shall be twenty members or one quarter of the total actual membership of the Club whichever is the lesser. For a meeting of the Committee or any sub-committee the quorum shall be three or such other number as the Club may in General Meeting from time to time determine.
- (b) **Voting** Save as otherwise herein provided, all questions arising at any meeting shall be decided by a simple majority of those present and entitled to vote thereat. No person shall exercise more than one vote notwithstanding that he or she may have been appointed to represent two or more interests, but in case of an equality of votes the chairman of the meeting shall have a second or casting vote.
- (c) **Minutes.** Minutes shall be kept by the Committee and all other committees, and the appropriate secretary shall keep a record of all proceedings and resolutions.
- (d) **Standing Orders and Rules** The Committee shall have power to adopt and issue Standing Orders and/or Rules for the Club. Such Standing Orders and/or Rules shall come into operation immediately PROVIDED ALWAYS that they shall be subject to review by the Club in General Meeting but must not be inconsistent with the provisions of this Constitution.

9. FINANCE

- (a) All moneys raised by or on behalf of the Club shall be applied to further the objects of the Club and for no other purpose PROVIDED THAT nothing herein contained shall prevent the payment in good faith of repayment to members of the Committee or of any committee appointed under Clause 5 (g) hereof of reasonable out-of-pocket expenses.
- (b) The honorary treasurer shall keep proper accounts of the finance of the Club. Such accounts shall be kept for not less than six years.
- (c) The accounts shall be audited at least once a year by the auditor appointed at the Annual General Meeting or at a subsequent Committee meeting.
- (d) An audited statement of the accounts for the last financial year shall be submitted by the Committee to the Annual General Meeting as aforesaid.
- (e) A bank account shall be opened in the name of the Club with Barclays Bank PLC, or such other bank as the Committee shall from time to time decide. The Committee shall authorise in writing the Treasurer and any two other committee members, *at least* one of which must be either the Chairman or Vice-Chairman, to sign cheques on behalf of the Club. Cheques may be signed by any two of the authorised signatories.

10. PROPERTY

The title to all real or personal property which may be acquired by or on behalf of the Club shall be vested in a corporation lawfully entitled to act as Custodian Trustee or in not less than three or more than six individual persons (not being members of the Committee).

11. ALTERATIONS TO THE CONSTITUTION

Any alteration to this Constitution shall receive the assent of not less than a two-thirds majority of members of the Club present at a meeting specially called for the purpose PROVIDED THAT notice of any such alteration shall have been received by the General Secretary in writing not less than 21 clear days before the meeting at which the alteration is to be proposed. At least 14 clear days notice in writing of such a meeting, setting forth the terms of the alteration, shall be sent by the General Secretary to each member of the Club.

12. DISSOLUTION

If the Committee by a simple majority decide at any time that on the ground of expense or otherwise it is necessary or advisable to dissolve the Club, it shall call a meeting of all members of the Club who have the power to vote, of which meeting not less than 28 days notice (stating the terms of the Resolution to be proposed thereat) shall be given. If such decision shall be confirmed by a two-thirds majority of those present and voting at such meeting the Committee shall have the power to dispose of any assets held by or on behalf of the Club. Any assets remaining after the satisfaction of any proper debts and liabilities shall be given or transferred to a nominated Charity.

13. NOTICES

Any notice may be served by the Secretary on any member either by sending it through the post in a prepaid letter addressed to such member at his or her last known address in the United Kingdom or in the body text of an e-mail to the address provided by that member, and any communication so sent shall be deemed to have been received within five *working* days of sending.

This Constitution was approved at the Club meeting on 31st March 2014